

BROWN COUNTY EMERGENCY SUPPORT FUNCTION (ESF) 7 RESOURCE SUPPORT

LEAD COORDINATING AGENCY: Brown County Emergency Management

SUPPORT AGENCIES: Brown County Human Services; Public Health Division
Brown County Human Services
Brown County Sheriff's Department
Brown County Highway Department

Volunteer Organizations Active in Disasters:
Red Cross
Salvation Army
ARES/RACES
Brown County CERT

STATE ESF COORDINATING AGENCY: Wisconsin Emergency Management

I. INTRODUCTION

A. Purpose

Emergency Support Function (ESF) #7 (Resource Support) provides the mechanism by which Brown County coordinates requests from the Incident Commander or other response/recovery entities for county, local, and tribal governments, the private sector, and volunteer resources prior to, after emergencies or disasters.

B. Scope

1. ESF #7 describes how County coordinates and manages resources to provide the logistical support necessary for County EOC operations and to County personnel assigned to other locations in support of an incident.
2. Resource support to county, local and tribal government, and volunteer organizations may consist of, but is not limited to, emergency relief supplies, facility space, office equipment, office supplies, communications, contracting services, transportation services, security services, special teams and resources, and personnel required to support immediate response and recovery activities.
3. ESF #7 supports all Emergency Support Functions (ESFs).

II. POLICIES

- A. Brown County maintains a 24-hour dispatch center to respond to incidents and support requests when notified. County Emergency Management or its

designee will respond to requests for assistance.

- B. When the EOC is activated, the county implements the Emergency Response Plan (ERP), and operates using the Incident Command System (ICS). The EM Director/Officer-In-Charge may designate a ICS/Resources Unit Coordinator/Logistics to manage and coordinate resource assistance to the affected county agencies, local governments or tribal areas responding to the incident.
- C. Under ESF 7, the County does not manage medical resources (covered in ESF8) or communications resources (covered in ESF 2), unless specifically requested.
- D. Brown County Emergency Management coordinates with counties, tribal organizations, the WEM Region and volunteer organizations to obtain resources- including special teams, equipment, personnel, and facilities - necessary to establish and maintain effective operations for the preparation, response and recovery phases of an incident. Such support is terminated at the earliest practical time.
- E. Brown County and agencies may have limited resources to support extended response and recovery efforts, and when exhausted, mutual aid and state support may be requested.
- G. Responsibility for resource coordination of local assets, and volunteers and donations management, resides with local/tribal government.
- H. Management of volunteers and donations to the county are described in ESF 14 (Long-Term Community Recovery and Mitigation).
- I. Participating agencies support continuing operations with equipment and staff as needed through all phases of the incident/event.

III. CONCEPT OF OPERATIONS

A. General

1. Requests for resources are processed and managed by Brown County Emergency Management.

If the EOC has not been activated, resource requests are handled by the Brown County Emergency Management using the Resource Manual.

When the EOC has been activated, resource requests go to the EM Director/Officer-In-Charge or, if designated, an ICS/Resources Unit/Logistics Section Chief who is responsible for processing the request.

2. The ICS/Resource Unit/Logistics Section supports response and

recovery operations by coordinating, managing and assisting the affected organization in acquiring resources requested by the impacted county agency, local jurisdiction and tribal organizations at the incident. Resources provided to the requesting organization (personnel and equipment) stay under the administrative control of their (the resource owner) agencies. Operationally, they respond to mission assignments under the coordination of the Incident Commander/Operations Section Chief at the incident.

3. The County and all responding organizations must keep accurate records of all their costs related to an incident. The type of disaster declaration for the incident determines whether or not state and federal funds will be made available to reimburse the responding organization.

B. County-Level Response Support Structure

1. Brown County ESF #7 operates under the direction of the Brown County Emergency Management using the Incident Command System (ICS). Under ICS, the Resource/Logistics Unit, implements ESF #7 as directed by the EM Director/Officer-In-Charge. It supports the county response/recovery efforts by locating, coordinating and managing needed resources and services. Resources include personnel, facilities, and equipment; it also tracks and monitors costs related to the event and, charges costs to the appropriate agencies or level of government.
2. County Operations
 - a. The Resource/Logistics Unit has responsibility for three functional areas: Resource Identification, Resource Acquisition, and Logistical Support. The principle activities for each functional area are:
 - 1) Resource Identification^{1,2,3}: Identify, type, and inventory resources by material or services provided (Using FEMA Typed Resources Definitions, Incident Management Resources, FEMA 508-2, July 2005 document)
 - 2) Resource Acquisition
 - a) Initial resource requests are made by the local/county or tribal government to their mutual aid partners, local governments, or volunteer and private sector sources within the region. If the request cannot be filled through these efforts, the county

¹ Inventory and categorize, by material or services provided, facilities, equipment, personnel, and systems available to support emergency operations.

² Develop plans, procedures, and protocols for ESF #7 in accordance with the National Incident Management System (NIMS).

- ³ Develop a resource management system to track resources acquired by the city to support the incident. At a minimum, the tracking system should provide information identifying the owner, type of equipment/resource, start and end date, support needed, status of resource, special needs and daily operational costs.

ICS/Resource Unit/Logistics contacts the State (Duty Officer or MAC Group Resource coordinator) for assistance in obtaining the resource. The request includes the item name, when it's needed, for how long and where it's to be delivered.

- b) The State (Duty Officer or MAC Group Resource Unit) reviews the resource request against all available type resources. When a resource is located, the requester is told the cost of the resource (if any), who will pay for it (if there is a cost involved), and who is responsible for getting and returning the resource and when it will be returned. If the requester agrees to the conditions, arrangements are made to get the resource to the requesting party. All resource acquisition/assignments are approved by the State (OIC or other designated authority) to insure it does not negatively impact the overall Incident Action Plan.
- c) If the resource is not available, the State (Duty Officer or MAC Group Resource Unit) attempts to locate a similar or equivalent resource for county use.

3) Logistical Support

- a) Provide logistical support to the operational needs of county personnel at their location (supplies, housing, transportation, etc.)
- b) Develop and implement procedures for the procurement of resources to support and expedite response/recovery operations.
- c) Coordinate the movement of supplies and resources from staging, warehouse and other sites to the required location.
- d) Prioritize and coordinate the distribution of supplies and equipment to the incident location.
- e) County ICS/Resource Unit/Logistics is responsible for coordinating the distribution of supplies, resources and equipment for response/recovery operations.
- f) The EM Director designates a contract and purchasing officer to purchase and contract for needed services, resources and equipment within statutory limits for the response/recovery effort.

D. Mitigation/Preparedness Activities

- 1. Develop methods and procedures for responding to and complying with requests for resources.
- 2. Develop procedures for reimbursing private vendors for services rendered.

3. Develop lists of private vendors and suppliers and their available resources.
4. Establish pre-planned contracts where necessary to ensure prompt support from vendors during emergencies.
5. Develop and train ESF personnel on county emergency procurement procedures for acquiring supplies, resources, and equipment.
6. Develop resource inventories based on hazard specific studies and corresponding likely resource requests by ESF.
7. Participate in exercises to validate ESF 7 and supporting SOPs.
8. Develop a county-wide logistics plan and coordinate with ESF 5 to support logistics operations.
9. Annually review ESF 7 guidance and integrate tasks as appropriate.
10. Ensure all ESF 7 planning integrates NIMS principles in all planning.
11. Identify, develop and incorporate, as necessary
 - a. Private sector capabilities and resources
 - b. Backup response and recovery processes

E. Response Activities

1. Alert those agencies whose personnel, equipment, or other resources may be needed.
2. Implement a resource tracking and accounting system, including management reports.
3. Assess initial reports to identify potential resource needs.
4. Identify procurement resources and potential facility locations in the disaster area of operations.
5. Provide data to the ESF 15 for dissemination to the public, as necessary.
6. Locate, procure, and issue from available sources the resources necessary to support emergency operations to include coordination with the county/region to identify prospective staging areas, warehouses, or other facilities that are available to support the response.
7. Coordinate with the Situation Unit on all logistical support activities.
8. Execute the county logistics plan
9. Coordinate, with WEM if necessary, for personnel deployment in support of emergency logistics operations.
10. Coordinate with ESF13 to evaluate warehouse security requirements.

F. Recovery Activities

1. Continue to conduct procurement activities as long as necessary and until procurement needs have been met.
2. Anticipate and plan for arrival of, and coordination with, state personnel and FEMA ESF-7 personnel at the Joint Field Office (JFO).

IV. RESPONSIBILITIES

A. Primary Agency: Brown County Emergency Management

1. Identify, train, and assign personnel to staff ESF-7 in the County EOC.
2. Notify all ESF-7 supporting agencies upon activation.

3. Develop procedures for procurement of commodities and services, leasing of buildings and facilities, and facilities management. Provide staff support, as required.
4. Develop procedures for the temporary acquisition and return of procured equipment.
5. Develop procedures for allocating resource support

B. Support Agencies: All Other County Departments and Agencies and Private Agencies

1. Identify, train, and assign support personnel to staff ESF 7 in the Brown County EOC.
2. Develop and maintain agency resources identification and tracking system.

V. RESOURCE REQUIREMENTS

ESF 7 maintains information on local and county resources, as appropriate, and based upon NIMS requirements.

VI. REFERENCES (located in EOC)

VII. ACRONYMS (in County Basic Plan)

VIII APPENDICES (Appendix I: Wisconsin Deaf & Hard of Hearing Interpreter List)

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